

- (3) mass and balance documentation;
 - (4) notification of special loads, including written information to the commander/pilot-in-command about dangerous goods;
 - (5) the journey log, or equivalent; and
 - (6) flight report(s) for recording details of any occurrence, or any event that the commander/pilot-in-command deems necessary to report or record;
- (c) Personnel records shall be stored for the periods indicated below:

Flight crew licence and cabin crew attestation	As long as the crew member is exercising the privileges of the licence or attestation for the aircraft operator
Crew member training, checking and qualifications	3 years
Records on crew member recent experience	15 months
Crew member route and aerodrome/task and area competence, as appropriate	3 years
Dangerous goods training, as appropriate	3 years
Training/qualification records of other personnel for whom a training programme is required	Last 2 training records

- (d) The operator shall:
- (1) maintain records of all training, checking and qualifications of each crew member, as prescribed in Part-ORO; and
 - (2) make such records available, on request, to the crew member concerned.
- (e) The operator shall preserve the information used for the preparation and execution of a flight and personnel training records, even if the operator ceases to be the operator of that aircraft or the employer of that crew member, provided this is within the timescales prescribed in (c).
- (f) If a crew member becomes a crew member for another operator, the operator shall make the crew member's records available to the new operator, provided this is within the timescales prescribed in (c).

SUBPART SEC

SECURITY

ORO.SEC.100.A Flight crew compartment security

- (a) In an aeroplane which is equipped with a flight crew compartment door, this door shall be capable of being locked, and means shall be provided by which the cabin crew can notify the flight crew in the event of suspicious activity or security breaches in the cabin.
- (b) All passenger-carrying aeroplanes of a maximum certificated take-off mass exceeding 45 500 kg, or with a MOPSC of more than 60 engaged in the commercial transportation of passengers, shall be equipped with an approved flight crew compartment door that is capable of being locked and unlocked from either pilot's station and designed to meet the applicable airworthiness requirements.
- (c) In all aeroplanes which are equipped with a flight crew compartment door in accordance with point (b) above:
 - (1) this door shall be closed prior to engine start for take-off and will be locked when required by security procedures or by the pilot-in-command until engine shut down after landing, except when deemed necessary for authorised persons to access or egress in compliance with national civil aviation security programmes; and
 - (2) means shall be provided for monitoring from either pilot's station the entire door area outside the flight crew compartment to identify persons requesting entry and to detect suspicious behaviour or potential threat.

ORO.SEC.100.H Flight crew compartment security

If installed, the flight crew compartment door on a helicopter operated for the purpose of carrying passengers shall be capable of being locked from within the flight crew compartment in order to prevent unauthorised access.

SUBPART FC

FLIGHT CREW**ORO.FC.005 Scope**

This Subpart establishes requirements to be met by the operator conducting commercial air transport operations related to flight crew training, experience and qualification.

ORO.FC.100 Composition of flight crew

- (a) The composition of the flight crew and the number of flight crew members at designated crew stations shall be not less than the minimum specified in the aircraft flight manual or operating limitations prescribed for the aircraft.
- (b) The flight crew shall include additional flight crew members when required by the type of operation and shall not be reduced below the number specified in the operations manual.
- (c) All flight crew members shall hold a licence and ratings issued or accepted in accordance with Commission Regulation (EU) No 1178/2011⁽¹⁾ and appropriate to the duties assigned to them.
- (d) The flight crew member may be relieved in flight of his/her duties at the controls by another suitably qualified flight crew member.
- (e) When engaging the services of flight crew members who are working on a freelance or part-time basis, the operator shall verify that all applicable requirements of this Subpart and the relevant elements of Annex I (Part-FCL) to Regulation (EU) No 1178/2011, including the requirements on recent experience, are complied with, taking into account all services rendered by the flight crew member to other operator(s) to determine in particular:
 - (1) the total number of aircraft types or variants operated; and
 - (2) the applicable flight and duty time limitations and rest requirements.

ORO.FC.105 Designation as pilot-in-command/commander

- (a) In accordance with 8.e of Annex IV to Regulation (EC) No 216/2008, one pilot amongst the flight crew, qualified as pilot-in-command in accordance with Annex I (Part-FCL) to Regulation (EU) No 1178/2011, shall be designated by the operator as pilot-in-command/commander.
- (b) The operator shall only designate a flight crew member to act as pilot-in-command/commander if he/she has:
 - (1) the minimum level of experience specified in the operations manual;
 - (2) adequate knowledge of the route or area to be flown and of the aerodromes, including alternate aerodromes, facilities and procedures to be used;
 - (3) in the case of multi-crew operations, completed an operator's command course if upgrading from co-pilot to pilot-in-command/commander.
- (c) The pilot-in-command/commander or the pilot, to whom the conduct of the flight may be delegated, shall have had initial familiarisation training of the route or area to be flown and of the aerodromes, facilities and procedures to be used. This route/area and aerodrome knowledge shall be maintained by operating at least once on the route or area or to the aerodrome within a 12-month period.
- (d) In the case of performance class B aeroplanes involved in commercial air transport operations under VFR by day, (c) shall not apply.

⁽¹⁾ OJ L 311, 25.11.2011, p. 1.